Permit to Fly Renewal

1. Check the aircraft Certificate of Validity (see Addendum 1). There are two relevant dates:
    a) The renewal flight test due date
    b) The permit renewal date

Write these down in BOLD on your calendar!

2. The flight test ***must be carried out before the stated date*** otherwise lengthy procedures and delays will result. If you have overrun the allotted time, contact CAA Applications and Approvals for advice.
3. The flight test must be done by a CAA authorised test pilot. See addendum 2. Book and plan this in advance, especially in the winter months. Alternatively, the CAA will carry out the test for you themselves at no cost, time and location permitting. Contact Chris Taylor at the CAA – 07795121312.
4. Once the test has been undertaken the test pilot will make a report to the Flight Test Dept and obtain their approval of the report – subject to any problems found.

5. In parallel with the flight test, complete form AD200 (from the CAA website) and submit it with the appropriate fee (see CAA 'scales and charges' on their website) at least 4 weeks before the permit renewal date and send it to the CAA. An area surveyor will then contact you to arrange an inspection date.
6. For the inspection the aircraft must be clean, fully serviced and with the following documentation to hand:

    a) Up to date Maintenance Manual and Pilots Handbook
    b) Weight & Balance (AWC) document and Statement of Aircraft Conformity (SAC) which were supplied with the aircraft (in your white folder).
    c) Aircraft radio licence
    d) Log books – see below

The log books must contain the following:

1. The owner's name and address
2. Any modifications carried out since the first Permit release must be listed in Part C and described in the white pages with the Modification number. The modification must be approved by a CAA authorised engineer and include their authorisation number, and also noted in the mod section at the back of the logbook..
3. Any services must reference the RSUK 0012 manual on the service sheets and in the white pages.
4. Engine services must reference RSUK0012 /Rotax service manual.
5. Repetitive and one-time requirements (eg service bulletins or MPD's) must be updated as per the section in the back of the logbook.

6. Check the CAA website www.caa.co.uk for CAP 747, CAP661 and Mandatory Permit Directives (MPDs) – this check must be noted in your logbook or via a service sheet, together with the issue or date of the publication checked – they are updated fairly regularly.

Other references:

1. RotorSport UK website www.rotorsport.org for RSUK service bulletins
2. RSUK Maintenance manual RSUK0012.

Annual Inspection

In addition to the Permit renewal the aircraft will need an annual inspection. Your service engineer will be able to do this. If the aircraft requires a service not more than 8 weeks before the annual inspection is due then they can be done together. ***The annual inspection must be completed before Permit renewal.***

Remember; you are asking the CAA inspector to authorise your aircraft to fly. He therefore has a legal obligation to ensure it is safe to do so (as far as is reasonable for an audit inspection), and should something go wrong, be able to stand up in court and demonstrate that he did his job. He is an auditor, and as such audits the inspection/service documentation to ensure the work has been carried out satisfactorily, and the aircraft paperwork to ensure that a true record of the aircraft is being maintained according to CAA requirements.

If you make it easy for him, he will make it easy for you.

Refer to CAP633 for more information, available FOC from the CAA website.

Addendum 1: Example Certificate of Validity – Permit to Fly

CIVIL AVIATION AUTHORITY

UNITED KINGDOM
CIVIL AVIATION AUTHORITY

CERTIFICATE OF VALIDITY - PERMIT TO FLY

Nationality and Registration Marks	Aircraft Serial No
G-RSMT	**RSUK/MT-03/015**

Constructor and Designation of Aircraft

ROTORSPORT UK LTD
ROTORSPORT UK MT-03

It is hereby confirmed that the above-mentioned aircraft has been examined by the **Civil Aviation Authority** and was found at the time of survey, to be in a satisfactory and airworthy condition.

The Permit to Fly is validated for the period shown below.

The next renewal Flight Test is due by **23 May 2008**.

This Certificate forms part of the Civil Aviation Authority Permit to Fly No. PR 059379/002 and is effective

From **11 September 2007** To **12 June 2008**

Signed Dated **11 September 2007**

Addendum 2: CAA authorised Flight test pilots:

David Beevers	07761 539045	david_beevers@hotmail.com
Steve Boxall	07905 059789	steve@gyrotraining.co.uk
Peter Davies	07533 663599	petertd@clara.net
Phil Harwood	07801 631431	phil.harwood@theGyrocopterExperience.co.uk
Marc Lhermette	07813 890445	MarcLhermette@hotmail.com
Kai Maurer	07946 395310	contact@gyroschool.co.uk
Kevin Robinson	07970 145227	k.j.robinson@ntlworld.com
Gerry Speich	01588 650769	info@rotorsport.org